PUBLIC WORKS REPOSITORY QUESTIONS AND ANSWERS

As we start to receive the Major Project Reports (the Department of Corrections was first in), I've been checking the **Public Works Repository** for completed reports/ executive summaries. There are many projects and studies, which the Legislature has funded and have been completed but are not yet part of the Repository. Anticipating some of you may have some questions, here are some answers to the most frequently asked questions and comments.

What's required? Executive Summaries of all public works predesigns, BEST Studies, value engineering studies, and constructability reviews for <u>projects</u> exceeding $5 million total funding ($1million for natural resources agencies). We don't need the studies themselves.

Since when? Beginning with the 1999-2001 biennium, all state agencies and higher education institutions were required to submit project data for major projects. That requirement still holds for 01-03 <u>and beyond</u>.

Who really uses this information? Other agencies with similar projects to see what lessons have already been learned; consultants seeking to use their time and state money more effectively; OFM and Legislative staff for both the reasons stated above.

When are these due? At the completion of the report subject to the repository requirement. If your agency is behind, please get these short summaries in by July 26, 2002.

But I'm a Capital Budget Manager and in the middle of budget development. Yes, it is busy time of year for agencies. You shouldn't be the one who prepares the executive summary. Please remind your <u>project and program managers</u> that this requirement is important to Legislative and OFM staff who do use the reference material. This should be part of the project wrap up tasks for project managers who know these projects intimately. It doesn't take long to write and is not a task requiring consultant effort, time or expense.

So where do I find out what <u>has</u> been submitted? I'm glad you asked. Some agencies have a lot of catching up. You should review what's been submitted so far at the following web site maintained by the Department of General Administration:

http://www.ga.wa.gov/plant/pwr/pwr-proj.htm .

What's the format for submittal? Access instructions for project data submission can be found at http://www.ga.wa.gov/plant/pwr/submit.htm . Please keep in mind that the elements legislative staff asked be included in the summaries, such as the MACC (as well as project cost), cost per sq ft - both total project and MACC, occupancy data for both clients (students or prisoners hold special interest) and staff (faculty and guards and administrators) these should be part of your submittal. Some of the earlier submittals do not contain this information.

I have more questions. Who do I ask? Call Bob MacKenzie, Manager of the Plant Operations Consortium, Department of General Administration, at (360) 902-7257 or e-mail bmacken@ga.wa.gov. Either Bob or Phil Person of the Plant Operations Consortium (360) 902-0434 should be able to answer additional questions.